

# **INSTRUCTIONS**

**DESCRIPTION:** The Kentucky Early Care and Education Trainer's Credential establishes the requirements for individuals providing training hours to early care and education professionals. It also requires individuals providing annual training hours for a license or certificate, STARS for KIDS NOW Program, the Commonwealth Child Care Credential, or for renewal of the Early Care and Education Trainer's Credential to hold a current Early Care and Education Trainer's Credential.

**ELIGIBILITY CRITERIA:** An applicant must: (1) be at least 21 years of age; (2) have a high school diploma, or equivalent; (3) have completed a trainer's resource orientation ("Introduction to Resources in Kentucky for Early Childhood Trainer's"); (4) have completed a training course on how to use the cabinet-designated training data system; and (5) if applying for Trainer Level 2 or higher, have completed a trainer's seminar ("Fundamentals of Effective Training"). Other eligibility criteria for each trainer level are listed on the Kentucky Early Care and Education Trainer's Credential Grid.

## **INITIAL APPLICATION PROCESS:**

1. Review Instructions sheet.
2. Review Trainer's Credential Grid. Select trainer level. Applicant must meet experience and educational requirements for trainer level selected. Select **Initial** on first page of the application.
3. Attach documentation to verify all experience and education indicated on the application. Include copy of degree(s), transcript(s), resume(s), etc. If the application is not complete or necessary documentation is not included, application will not be reviewed by the Kentucky Early Care and Education Trainer's Review Panel.
4. Complete the application, sign it, and mail to the address listed below:

The Kentucky Early Care and Education Trainer's Credential  
Interdisciplinary Human Development Institute, University of Kentucky  
126 Mineral Industries Building  
Lexington, KY 40506-0051 Phone: (859) 257-1267  
<http://www.kentuckypartnership.org/Info/ecpro/trainers/tc/resources.aspx>

## **RENEWAL APPLICATION PROCESS:**

1. Review Instructions sheet.
2. Select **Renewal** on first page of application.
3. Complete Sections I, V, and VI. Other sections may be completed if an update is necessary.
4. Level 2-4 Trainers - Attach documentation verifying 30 clock hours of training (Minimum of 8 hrs.- Early Care and Education and 7 hrs. – Adult Learning Theory).
5. Specialty Trainers – Attach current license, certification, credential, or specialized training certificates.
6. Level 2-5 & Specialty Trainers – Attach verification of data system training if not previously provided.
7. Complete the application, sign it, and mail to the address listed above.

**APPROVAL PROCESS:** The completed application will be reviewed by the Kentucky Early Care and Education Trainer's Review Panel on a first come, first serve basis at the panel's quarterly meeting. If approved, applicants will receive an approval letter and certificate from the Division of Child Care.

**KENTUCKY EARLY CARE AND EDUCATION TRAINER'S CREDENTIAL GRID:** The Grid lists the trainer levels and the requirements for each level. It also defines the training content levels that each trainer is permitted to instruct. The grid should be read from left to right starting with the level for which trainers are applying. All education, experience, and training listed on the Trainer Grid must be verified.

**PROFESSIONAL DEVELOPMENT REGISTRY:** A Professional Development Registry is currently maintained by the Division of Child Care. The Registry includes the names of all trainers who have been approved for a Kentucky Early Care and Education Trainer's Credential. The Registry will allow the Division of Child Care to track and issue the Credential.

**Important Note:** Remember to attach all documentation at the time this application is submitted to avoid a delay in processing.

## Kentucky Early Care and Education Trainer's Credential Grid

For additional information visit: <http://www.kentuckypartnership.org/Info/ecpro/ECPD/training/tipptnrg/tipptnrg/tipptnrg.aspx>

TRAINER LEVELS	EDUCATION & EXPERIENCE	REQUIREMENTS: ALL APPLICANTS MUST BE AT LEAST 21 YEARS OF AGE	PERMITTED TRAINING LEVELS	RENEWAL PERIOD
1	- H.S. Diploma or equivalent and - At least 3 years FT* related experience in early childhood field	- Complete Introduction to Resources in Kentucky for Early Childhood Trainer's -Complete cabinet designated data system training	- Co-train single topic with credentialed trainer at higher training level	- Valid for three years - Non-renewable
2	- At least a CDA or Director's Credential - 3 years FT* experience in early childhood field <b>OR</b> - 10 years FT*related experience in relevant core content, and formal early childhood training equaling 45 clock hrs; or 4.5 C.E.U.s; or 3 college credit hours	- Complete Introduction to Resources in Kentucky for Early Childhood Trainer's - Complete Fundamentals of Effective Training -Complete cabinet designated data system training	- Training hours as required by the Division of Licensed Child Care - Commonwealth Child Care Credential training or initial 60 hours of CDA training through an approved training organization (Levels 1 and 2 of the Rubric for levels of Training/Professional Development) - Co-train higher (60-120 hours) CDA level with a level 4 and 5 Trainer through a approved training organizations - Co-train 12 hours with a Level 4 or Level 5 trainer before training solo	Renewable every three years by application, including documentation of: - Training in EC field equaling 30 clock hours to include a minimum of 7 hours in adult learning theory and 8 hours in early childhood - Remain updated on state and national early childhood issues. State updates available at websites
3	- Associate degree in early childhood or the equivalent of 30 credit hours in early childhood coursework and - 3 years FT* related experience in early childhood field <b>OR</b> - At least a Bachelors degree in a field related to early childhood, and - At least 1 year FT* related experience in EC field <b>OR</b> - A Bachelors degree in a field not related to early childhood and - 10 years FT* related experience in early childhood field	- Complete Introduction to Resources in Kentucky for Early Childhood Trainer's - Complete Fundamentals of Effective Training -Complete cabinet designated data system training	- Training hours as required by the Division of Licensed Child Care Levels 1,2,and 3 on Rubric for Levels of Training/Professional Development - Commonwealth Child Care Credential or CDA instruction, through an approved training contractor - Train Levels 1,2,and 3 on the Rubric for Levels of Training/Professional Development, through an approved training organization	Renewable every three years by application, including documentation of: - Training in EC field equaling 30 clock hours to include a minimum of 7 hours in adult learning theory and 8 hours in early childhood - Remain updated on state and national early childhood issues. State updates available at websites
4	- At least a Bachelors degree in early childhood, and - 1 year FT* related experience in early childhood field <b>OR</b> - A Bachelors degree in a related field to early childhood and the equivalent of 3 credit hours in child development and 1 year FT* related experience in early childhood field <b>OR</b> - At least a Bachelors degree in a field not related to early childhood, and the equivalent of 3 credit hours in child development, and - At least 10 years FT* related experience in EC field	- Complete Introduction to Resources in Kentucky for Early Childhood Trainer's - Complete Fundamentals of Effective Training (OR submit documentation of equivalent training) -Complete cabinet designated data system training	- Training hours as required by the Division of Licensed Child Care, Levels 1,2,3,4 - Train Levels 1,2,3 and 4 tracks on Rubric for Levels of Training/Professional Development, through an approved training organization	Renewable every three years by application, including documentation of: - On-going training in EC field equaling 30 clock hours to include a minimum of 7 hours in adult learning theory and 8 hours in early childhood - Remain updated on state and national early childhood issues. State updates available at websites
5	- At least a Masters degree in early childhood and - 1 year FT* related experience in early childhood field <b>OR</b> - At least a Masters degree in a field related to early childhood (non related not considered) and 3 credit hours in child development, and - 1 year FT* related experience in Early Childhood field	- Complete Introduction to Resources in Kentucky for Early Childhood Trainer's - Complete Fundamentals of Effective Training (OR submit documentation of equivalent training) -Complete cabinet designated data system training	- Train at all training levels (1-5).	-Renewable every three years by application, - Remain updated on state and national early childhood issues. State updates available at websites
SPECIALTY TRAINER	Current license, certification, or equivalent and at least three years related experience in area of expertise in which topic is being trained	- Complete Introduction to Resources in Kentucky for Early Childhood Trainer's  -Complete cabinet designated data system training	- Special training ONLY in area of expertise - Training hours as required by the Division of Licensed Child Care through an organization ONLY in area of expertise	Renewable every three years by application, including proof of current license, certificate, or credential in area of expertise

\* Full Time (at least 30 hours per week), Part Time (15-29 hours per week) will apply towards full time experience at the rate of 2 PT years =1FT year.

\*Revised 2012

**COMMONWEALTH OF KENTUCKY**  
**CABINET FOR HEALTH AND FAMILY SERVICES**  
**DEPARTMENT FOR COMMUNITY BASED SERVICES**  
**DIVISION OF CHILD CARE**

**KENTUCKY EARLY CARE AND EDUCATION TRAINER'S CREDENTIAL APPLICATION**

Please check one:

- ☐ Initial  
☐ Renewal  
☐ Update

Please type or print clearly

**PERSONAL INFORMATION – SECTION I**

Name: Mr. /Mrs. /Ms. /Dr. \_\_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Occupation: \_\_\_\_\_ Place of Employment: \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Work Fax: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address you prefer to receive mail: ☐ Home ☐ Work

Would you allow your work phone to be published so interested parties may contact you for training? ☐ Yes ☐ No

Would you allow your e-mail address to be published so interested parties may contact you for training? ☐ Yes ☐ No

**GENERAL TRAINER INFORMATION – SECTION II**

Do you have a high school diploma or equivalent? ☐ Yes ☐ No

Do you have 3 years of paid fulltime related experience in the early childhood field? ☐ Yes ☐ No

(Fulltime equals at least 30 hrs per week. Part-time or at least 15 hrs per week will apply towards fulltime experience at the rate of 2 part-time years equaling 1 fulltime year.)

Do you plan to provide Orientation training? ☐ Yes ☐ No

Completion Date "Introduction to Resources" \_\_\_\_\_

Completion Date "Trainer's Seminar" \_\_\_\_\_ ☐ Check if applying for "Trainer's Seminar" waiver

Completion Date for Training on the Cabinet-Designated Data System \_\_\_\_\_

ADD (Area Development District) or counties where you plan to provide training: \_\_\_\_\_

Training organization(s) affiliation(s), if applicable: \_\_\_\_\_

### TRAINER LEVEL INFORMATION – SECTION III

Review the Trainer's Grid, select Trainer Level:

☐ Level 1   ☐ Level 2   ☐ Level 3   ☐ Level 4   ☐ Level 5   ☐ Specialty

If you checked Specialty, indicate area of expertise: \_\_\_\_\_

**Please note the following:**

Level 1: Valid for three (3) years only, non-renewable. Co-train with credentialed trainer at higher training level.

Level 2: Required twelve (12) hours of co-training with a Level 4 or Level 5 trainer before training solo.

Level 3: Degree not related to Early Care and Education field requires 10 years of paid fulltime experience.

Level 4: Requires three (3) credit hours of child development or equivalent (45 clock hours of concentrated training).

Level 5: Master's degree not related to Early Care and Education field will not be considered.

Specialty: Requires current license, certification, or equivalent in area of expertise.

### FORMAL EDUCATION INFORMATION – SECTION IV

Please check all attached verification information. Applicant need only submit verification of work and experience required for selected trainer level. Applicant must include copy of diploma(s) and transcript(s), resume, certifications, credentials, etc. with this application.

☐ High School Diploma/Equivalent

☐ CDA

☐ Associate Degree, indicate field of study: \_\_\_\_\_

☐ Bachelors Degree, indicate field of study: \_\_\_\_\_

☐ Masters Degree, indicate field of study: \_\_\_\_\_

☐ Doctorate, indicate field of study: \_\_\_\_\_

☐ Transcript(s), indicating courses and degree awarded

☐ Training certificates (include "Introduction to Resources in Kentucky for Early Childhood Trainer's", Cabinet-Designated Data System Training, and Trainer's Seminar or "Fundamentals of Effective Training" certificates)

☐ Trainer's Seminar waiver documentation (See waiver guidelines at <http://www.kentuckypartnership.org/Info/ecpro/trainers/tc/resources.aspx>)

☐ Certifications, Licenses, Equivalent

☐ Current Resume- Must reflect minimum number of years of experience required for trainer level selected and include employment history with dates, job title, major job responsibilities, and hours worked per week.

☐ C.E.U. Documentation

☐ Documentation of 3 credit hours in child development or equivalent (Level 4 and Level 5)

## RENEWAL APPLICATION ONLY – SECTION V

**Credential Number:** \_\_\_\_\_ **Issue Date:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Trainer Level:** \_\_\_\_\_ **Specialty Area:** \_\_\_\_\_

- ☐ Complete Sections I, VI, and VII of the application (Other sections may be completed if an update is necessary.)
- ☐ Documentation verifying 30 clock hours of training (Trainer Level 2-4)
- ☐ Current license, certificate, credential, or specialized training certificates (Specialty Trainer Level)
- ☐ Provide one-time verification of cabinet-designated data system training, if not previously provided (Trainer Level 2-5 & Specialty Trainers)

### Level 5 Trainers Only

I verify I have met the renewal requirement of remaining updated on state and national Early Childhood issues.

Signature of Level 5 Trainer \_\_\_\_\_

## CERTIFICATION BOX – SECTION VI

I certify that all information provided and attached to my application is true and correct. I also agree to adhere to the requirements of training established in 922 KAR 2:240, Kentucky Early Care and Education Trainer's Credential and Training Approval.

Signature of Applicant \_\_\_\_\_

## CHECKLIST FOR APPLICATION – SECTION VII

- |   |  |
|---|--|
| <input type="checkbox"/> Reviewed Instruction Sheet               | <input type="checkbox"/> Indicated ADD or counties where planning to train |
| <input type="checkbox"/> Completed all blanks on application form | <input type="checkbox"/> Attached all required verification information    |
| <input type="checkbox"/> Selected Initial or Renewal              | <input type="checkbox"/> Included signature                                |

## OFFICE USE ONLY

Date Received \_\_\_\_\_

Renewal Date \_\_\_\_\_